

**Secretariat**

14 September 2009

Information circular*

To: Members of the staff
From: The Assistant Secretary-General for Human Resources Management
Subject: **United Nations sabbatical leave programme for 2010**

1. The purpose of the present information circular is to invite staff to apply for the sabbatical leave programme in 2010, in accordance with the provisions of administrative instruction ST/AI/2000/4 of 5 April 2000.

Eligibility

2. Administrative instruction ST/AI/2000/4 defines the conditions under which staff members may be granted sabbatical leave. For purposes of eligibility for the 2010 sabbatical leave programme, section 2 of instruction ST/AI/2000/4 provides that the programme is "open to staff members with five years of service with the United Nations Secretariat and who are expected to serve for no less than two years after the completion of the sabbatical leave".

Selection of institution

3. Interested staff members are responsible for identifying the institution or organization in which they propose to carry out their research or study project and for securing their acceptance by that institution or organization. In addition to universities and independent institutions worldwide, including participating research and training centres of the United Nations University and institutions that are members of the Academic Council on the United Nations System, research or study projects may also be pursued in other relevant organizations and institutions. Staff members may wish to consult the list of institutions that are members of the Academic Council on the United Nations System contained in annex II to the present circular and the list of participating research and training centres of the United Nations University contained in annex III.

* Expiration date of the present information circular: 31 December 2010.

Application procedures

4. Each application must include the following documents:

- (a) Application form contained in annex I to the present circular;
- (b) Proposal describing the research project;
- (c) Written endorsement by the head of department or office or chief mission support responsible for the work of the applicant during the proposed research or study project, which must be attached;
- (d) Two signed letters of recommendation;
- (e) Written correspondence on potential acceptance from the proposed sabbatical institution.

Applicants are requested to submit all of the above documents through their respective head of department or office or chief mission support to the Officer-in-Charge, Sabbatical leave programme, Room M-14033E, Learning, Development and Human Resources Services Division, Office of Human Resources Management, New York, NY 10017, by 17 November 2009.

5. The proposal, which should not exceed four pages, should contain the following information:

- (a) Title of the research or study project;
- (b) Field of the research or study project;
- (c) Rationale for the research or study project;
- (d) Relationship of the research or study project to the work of the individual and to the work of the Organization;
- (e) Outline of topic or topics to be covered;
- (f) Study or research activities;
- (g) Detailed methodology;
- (h) Schedule of work of the research or study project, with an indication of any preparatory work already accomplished;
- (i) Usefulness of the expected outcome of the research or study project and its practical implications for the individual and the Organization.

Applicants should indicate in the application form the name and address of the institution or organization in which they wish to carry out their research or study project, specifying the type of support services and facilities that the institution or organization is prepared to provide during the period of the sabbatical leave.

6. All proposals will be evaluated by a selection committee on the basis of the criteria set out in administrative instruction ST/AI/2000/4. The terms of the proposal shall be binding for the staff member. Late or incomplete applications will not be considered.

7. Each applicant and his/her head of department or office or chief mission support will be informed of the decision of the Selection Committee. The selected

staff members will be requested to accept in writing the specified conditions of the award.

8. The application form contained in annex I is also available online in English and French (United Nations Intranet — Forms) as form P.298 (8-02)-E or -F (the English version is attached).

Annex I

Sabbatical leave programme application form

For 2010

Please complete this form and submit it to the Officer-in-Charge, Sabbatical leave programme, Room M-14033E, Learning, Development and Human Resources Services Division, Office of Human Resources Management, New York, New York 10017, together with your research or study project proposal, by 17 November 2009.

A. Personal information

Name (last, first, middle initial) _____ Index No. _____

Functional title/field of work	Gender
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Category/level	Type of contract
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Contract expiration date _____

Department/division/office _____

Name of approving head of department or office
or chief mission support (Director or above)

Duty station _____

Telephone _____ E-mail _____

EOD (Entry on Duty): Secretariat EOD: Present duty station

Title of proposed research or study project

B. Background

1. Relevant work experience. Please indicate any professional experience that enhances your ability to carry out your proposed research or study project.

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2. University studies

<i>Degree</i>	<i>University/country</i>	<i>Area of study</i>	<i>Year graduated</i>

3. Recommendations: two letters of recommendation must be provided. These should be obtained from professionals, within or outside the United Nations, who are familiar with your work and are in a position to appraise your ability to carry out the research or study project you have proposed and to attest to your ability to undertake independent work. In the space provided, give the names, titles and institutional affiliations of the professionals who will be providing the letters of recommendation.

<i>Name</i>	<i>Titles</i>	<i>Institutional affiliations</i>

4. If relevant, please indicate below your teaching and/or research experience, including a list of your publications, if any (attach an additional sheet if necessary).

☐ Teaching

☐ Research

☐ Publication

<i>Date</i>	<i>Subject matter</i>	<i>Institution/place</i>

C. Placement

5. Please indicate the name and address of the institution or organization in which you wish to carry out your research or study project. Please attach copies of any preparatory correspondence, between you and the institution, relevant to the proposed research or study project.

Name of institution/organization
Address

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6. Which of the following services and/or facilities, if any, is the institution willing to provide to you during the period of your sabbatical leave (check as applicable):

- ☐ Adviser
- ☐ Office space
- ☐ Communication facilities (fax, telephone, computer)
- ☐ Other _____

N.B. Please keep in mind that, if selected, you are responsible for finalizing arrangements made thus far and for carrying out any related administrative work.

Signature of staff member

Date

Reminder: A written endorsement by the head of your department or office or chief mission support must be attached.

Annex II

Institutional members of the Academic Council on the United Nations System

American Society of International Law	Institute for the Study of International Organizations
Arias Foundation for Peace and Human Progress	Long Island University — Brooklyn Campus
Center for Environmental Policy	Institute of Social Studies, The Hague
Bard College	Institute of World Economy and International Relations
Center for the Global South	International Cooperation Research Association
American University	International IDEA
Center of International Studies	International Institute for Labour Studies
Princeton University	International Labour Organization
Center on International Cooperation	International Peace Academy
New York University	Joan B. Kroc Institute for International Peace Studies
Centre for Foreign Policy Studies	University of Notre Dame
Dalhousie University	Mershon Center
Centre for the Study of Globalisation and Regionalisation	Ohio State University
University of Warwick	Netherlands Institute of International Relations, "Clingendael"
Centro de Estudios Internacionales	Norwegian Institute of International Affairs
El Colegio de México	Ralph Bunche Institute for International Studies
Centro de Investigación y Docencia Económicas A.C.	City University of New York
Dag Hammarskjöld Library	Richard L. Walker Institute of International Studies
United Nations	University of South Carolina
Defence Forces Library	Stanley Foundation
The Military College	Stiftung Entwicklung und Frieden Development and Peace Foundation
Department of Political Science	Thomas J. Watson Jr. Institute for International Studies
University of Alberta	Brown University
Department of Political Science	United Nations Association of the United States
University of Lund	United Nations Research Institute for Social Development
Dickey Center for International Understanding	United Nations Staff College
Dartmouth College	United Nations Studies at Yale
Elliott School of International Affairs	Yale University
George Washington University	United Nations University
Fletcher School of Law and Diplomacy	United States Institute of Peace
Tufts University	Universidad Externado de Colombia
Global Affairs Institute	
Syracuse University	
Graduate Institute of International Studies	
University of Geneva	
Harvard College Library	
Institute for Security Studies	

Annex III

United Nations University participating centres

Under its charter, adopted by the General Assembly in 1973, the United Nations University is a voluntarily funded autonomous organ of the Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. The University is organized on a networking principle.

The locations of specific United Nations University research and training activities include:

1. **United Nations University headquarters, Academic Division, Tokyo**
<http://www.unu.edu>
2. **United Nations University Institute of Advanced Studies, Yokohama, Japan**
<http://www.ias.unu.edu>
3. **United Nations University World Institute for Development Economics Research, Helsinki**
<http://wider.unu.edu>
4. **United Nations University Maastricht Economic and social Research and training centre on Innovation and Technology, Maastricht, the Netherlands**
<http://www.merit.unu.edu>
5. **United Nations University Comparative Regional Integration Studies, Bruges, Belgium**
<http://www.cris.unu.edu>
6. **United Nations University Institute for Environment and Human Security, Bonn, Germany**
<http://www.ehs.unu.edu>
7. **United Nations University International Network on Water, Environment and Health, Hamilton, Canada**
<http://www.inweh.unu.edu>